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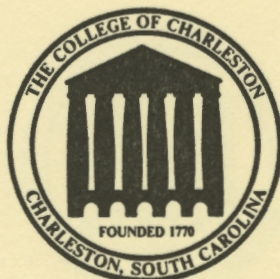
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ANNUAL REPORT
OF
THE COLLEGE
OF CHARLESTON
TO THE
GENERAL ASSEMBLY

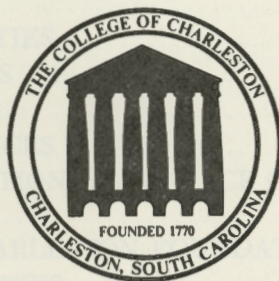
JULY 1, 1975—JUNE 30, 1976



PRINTED UNDER THE DIRECTION OF THE
STATE BUDGET AND CONTROL BOARD

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ADMINISTRATIVE OFFICERS

PRESIDENT'S OFFICE

Theodore S. Stern	<i>President</i>
Thomas Hamby	<i>Executive Assistant</i>
Eugene Foxworth	<i>Foundation Manager</i>
Frank Garrett	<i>Acting Director of Human Relations</i>
John W. McCartney	<i>Director of Public Safety</i>
McKenzie A. Perry, Jr.	<i>Legal Counselor</i>

ACADEMIC AFFAIRS

John M. Bevan	<i>Vice President Academic Affairs</i>
Richard Crosby	<i>Dean of Graduate Studies</i>
Paul C. Fisher	<i>Ass't Vice President Governor's School and International Programs</i>
William J. Handley	<i>Diplomat In Residence</i>
Ellis Hodgin	<i>Librarian</i>
Sallie T. Hydrick	<i>Registrar</i>
Katherine F. Kelly	<i>Dean of Undergraduate Studies</i>
John O'Hara	<i>Dean of Continuing Education</i>

STUDENT AFFAIRS

William Brinkley, Jr.	<i>Vice President Student Affairs</i>
Frederick W. Daniels	<i>Ass't Vice President and Dean of Admissions</i>
Fleetwood Albrecht	<i>Director Financial Assistance</i>
Boyce V. Cox, Jr.	<i>Dean of Students/Acting Director of Placement</i>
Herndon S. Hasty	<i>Director of Student Activities</i>
Ellenor Mahon	<i>Director of Counseling</i>
Robert Marlowe	<i>Director of Resident Life</i>
Dr. Charles Post	<i>Director of Health Services</i>

ALUMNI AND COLLEGE RELATIONS

Willard A. Silcox *Vice President Alumni And
College Relations*
Rachel Bethea *Director of Alumni Relations*
Anthony J. Meyer *Director of College Relations*

BUSINESS AFFAIRS

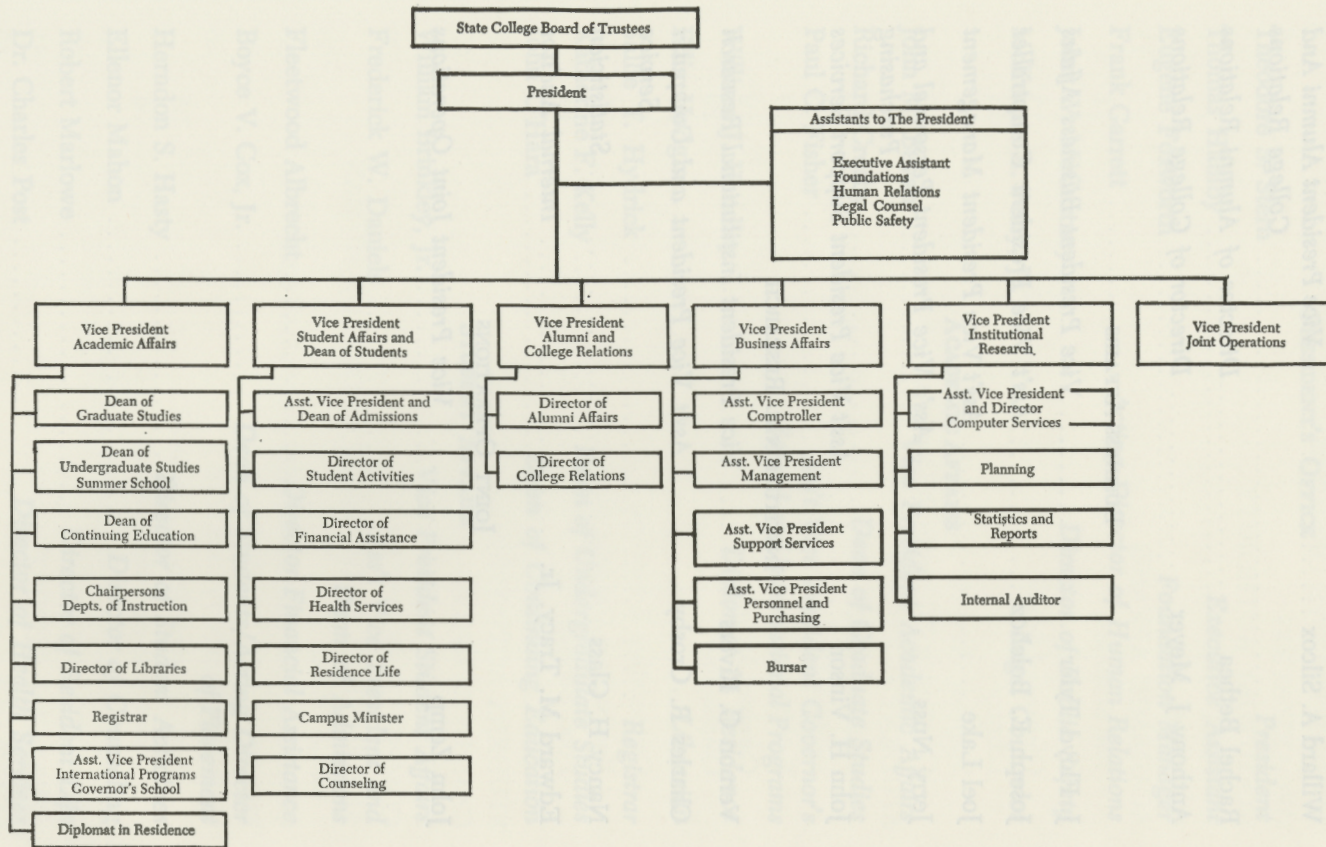
J. Floyd Tyler *Vice President Business Affairs*
Joseph E. Bolchoz *Ass't Vice President Comptroller*
Joel Lake *Ass't Vice President Management*
Jerry Nuss *Ass't Vice President Personnel and
Purchasing*
John H. Vinson *Ass't Vice President Support Services*

INSTITUTIONAL RESEARCH

Vernon G. Rivers *Vice President Institutional Research*
Charles R. Crosby *Ass't Vice President and Computer
Service*
Nancy H. Glass *Statistician*
Edward M. Tracy, Jr. *Internal Auditor*

JOINT OPERATIONS

John Zemp *Vice President Joint Operations*



FISCAL YEAR 1975-1976 ORGANIZATION CHANGES

The following position was established and filled:

Assistant Vice President, Governor's School and
International Programs

Publications

The following documents were published by the College:

College of Charleston *Bulletin* (the College Course Catalog)

College of Charleston *Student Handbook*

College of Charleston *Graduate Programs in Elementary
Education and Marine Biology*

College of Charleston *Evening School Program*

College of Charleston *Summer Program*

College of Charleston *Directory* (Addresses and Telephone
numbers)

Student Publications: *The Comet* (year book), *The Meteor*
(newspaper), *The Phoenix* (literary magazine)

College of Charleston *Newsletter* (for the Alumni and
Friends of the College)

Invitation to Excellence (general information pamphlet)

Speakers Bureau brochure

STATUTORY AUTHORITY

By Section 10 of Part III of an Act bearing Ratification No. 1050, enacted at the 1970 Session of the South Carolina General Assembly, approved by the Governor on April 2, 1970, the State of South Carolina acquired all property of the College of Charleston and assumed the operation of the College as a state-supported institution of higher learning, its governing board to be the State College Board of Trustees, created by Act No. 353 of 1969 (Trustees).

THE BOARD OF TRUSTEES

The Board of Trustees of the College of Charleston is composed of sixteen members, appointed by the Governor of the State of South Carolina with the advice and consent of the South Carolina Senate. One member represents each of the sixteen judicial districts of the State.

SOUTH CAROLINA STATE COLLEGE
BOARD OF TRUSTEES

F. Mitchell Johnson, *Chairman*

Fitz-John C. McMaster, *Vice Chairman*

Ellen C. Watson, *Secretary*

James A. Rogers, *Chairman Emeritus*

Term Expiring June 30, 1979

J. I. Washington, III, Orangeburg, S. C.	1st Judicial Circuit
Edward S. Ervin, III, Sumter, S. C.	3rd Judicial Circuit
Joe E. Berry, Jr., Columbia, S. C.	5th Judicial Circuit
Ellen Carter Watson, Spartanburg, S. C.	7th Judicial Circuit
F. Mitchell Johnson, Charleston, S. C.	9th Judicial Circuit
John Kermit Addy, Lexington, S. C.	11th Judicial Circuit
John E. Johnston, Jr., Greenville, S. C.	13th Judicial Circuit
Nathaniel Kaminski, Jr., Georgetown, S. C.	15th Judicial Circuit

Term Expiring June 30, 1977

C. Calhoun Lemon, Barnwell, S. C.	2nd Judicial Circuit
Allard A. Allston, Darlington, S. C.	4th Judicial Circuit
Fitz-John Creighton McMaster, Winnsboro, S. C.	6th Judicial Circuit
Caroline Beaver, Greenwood, S. C.	8th Judicial Circuit
Sara V. Liverance, Anderson, S. C.	10th Judicial Circuit
J. Howard Stokes, Florence, S. C.	12th Judicial Circuit
John M. Trask, Jr., Beaufort, S. C.	14th Judicial Circuit
Eleanora R. Richardson, Union, S. C.	16th Judicial Circuit

HISTORY

Although founded in 1770, the College of Charleston began its corporate existence March 19, 1785, with classes beginning July 3, 1785. In 1794, the first degrees were conferred and in 1837, it formally became the first municipal college in the United States. The College of Charleston became a coeducational institution in 1918.

Rich in tradition and history, the College's graduates enjoy national prestige in countless areas of public life. Among its distinguished alumni, the College of Charleston lists such men of letters as James DeBow, Paul Hamilton Hayne, Ludwig Lewisohn, and Edward McCrady. Other alumni who have figured prominently in this country's political history include: Mendel J. Davis, U. S. Congressman; James B. Edwards, Governor of South Carolina;

John C. Fremont, explorer and Presidential Candidate; Joseph E. Jacobs, Ambassador; Burnet R. Maybank, Mayor of Charleston, Governor of South Carolina, and U. S. Senator; L. Mendel Rivers, U. S. Congressman; and Ferdinand A. Silcox, Chief Forester of the United States.

Other alumni who have made indelible impressions in other fields of endeavor include: Frank Blair, network news commentator; Frances Ravenel Smythe Edmunds, Preservationist; William S. Gaud, Executive Vice-President of the International Finance Corporation; Dr. Webb E. Haymaker, Senior Scientist and Director, Life Sciences, NASA; Wendell M. Levi, Attorney, Author, Horticulturist and Ornithologist; Josephine S. Pinckney, Authoress; Edward L. Powers, Geneticist and Zoologist; Herbert R. Sass, Author; Paul E. Scherer, Theologian; Forsythe Sherfesse, Financial Advisor to the Chinese government and Forester; and Albert Simons, Architect and Author.

On July 1, 1970 the College of Charleston became part of the higher education system of the State of South Carolina and has entered into a new phase of history. As a State Agency, the College has expanded and provided new majors and course offerings to better serve the students, the community, and the State. Its growth has been far more rapid than any experienced in the past.

Between July 1, 1975 and June 30, 1976 the College conferred 421 Bachelor of Arts and Bachelor of Science, and 38 Masters of Education and Masters of Science in Marine Biology. Since becoming a state-supported college in 1970 the campus has grown from approximately 7 acres to currently over 21; the enrollment from 1040 to 5397, the faculty from 52 to 188; the course offerings from 329 to 758; the staff from 72 to 319.

The College's accreditation was reaffirmed in 1975 by the Southern Association of Colleges and Schools. It is an equal opportunity institution.

PURPOSE

Until July 1, 1970, Charleston was without a state-supported, general purpose college open to students of both sexes. The purpose of the College of Charleston is to bring a varied and well balanced higher education program within the reach of all qualified students in the region and the state. Although every county in the state is represented in its student body, the great majority are from the commuting area. Its purpose as an institution is to provide an ex-

panded range and quality of academic programs, at a cost corresponding to that of other state-supported colleges.

The program of the College will continue to be oriented to instruction in the Arts and Sciences on the undergraduate level. Post-graduate programs will be restricted to the Master's degree level and limited to carefully chosen and developed fields of local need. The College participates in graduate instruction as authorized by the Commission on Higher Education.

In the past, without the existence of a state-supported institution, 70% of the high school graduates of the local area terminated their formal education. It has been one of the purposes of the College to narrow and ultimately close the educational gap for Charleston and the low country area. Recent figures indicate some success in this endeavor although the percent of high school graduates who are able to attend a four-year senior institution is still higher elsewhere in the state.

The enrollment growth in the past six years provides a measure of the success in this massive undertaking. The continued status as one of the fastest growing South Carolina senior colleges in a time when many colleges are dealing with decreases in enrollment indicates that the College still does not have all the facilities and resources necessary to serve all of the low country citizens.

At its bi-monthly meeting held in Florence, S. C. on Wednesday, January 16, 1974, the State College Board of Trustees, approved the following *Statement of Purpose* for the College of Charleston:

"As a General Purpose College:

To provide a comprehensive program in the arts and sciences, and such complementary programs as education and business administration, leading to the baccalaureate degree for students whose prior academic training and performance indicate the potential for success at the College of Charleston.

To provide programs leading to the Master's degree which are consistent with the geographical location and the resources of the College of Charleston and the needs of the state and the community.

To provide a comprehensive program of continuing education and cultural, social and recreational services for residents of the low country and the state, insofar as these services are consistent with the College's primary academic purpose.

To afford to the state and the community the advantages and

benefits of the professional expertise of its faculty to the extent feasible and appropriate to an institution of higher learning. To encourage research and insofar as possible to provide an environment within which faculty members may make a contribution to the search for knowledge."

ACADEMIC AFFAIRS

The Students:

Total enrollment for the Fall of 1975-76 was 5397 head count or 4149 FTE. This represents a significant increase over the 4562 head count or 3518 FTE of the previous year.

The general characteristics ascribed to the 932 entering freshmen are as follows:

Verbal and mathematical scores of 458 and 477 respectively.

Seventy-eight percent from the upper half of high school classes.

Four hundred and twenty-eight (46%) men and 504 (54%) women.

Eighty-two percent from the Tri-County Area, sixteen percent from other counties of South Carolina and two percent from out of the State (25 states and 8 foreign countries).

Thirty-two percent of parents with incomes of less than \$12,000 and 29 percent of more than \$20,000, with a median income of \$15,200.

Eighty-one percent participating actively in community and church groups, 36 percent in high school varsity athletics, 46 percent as officers in school clubs and organizations and 65 percent receiving some school honor or award.

Fifty-six students graduating first or second in their high school class.

Nine percent black students.

Fifty-six students graduated from secondary schools in three years.

Twenty-two percent graduated from private secondary schools.

Four percent planning on two years or less of college, 32 percent BS or BA degrees, 45 percent post baccalaureate studies and 19 percent undecided.

Sixty-four percent applying for advanced placement or competency credit.

Sixteen percent recognizing the need for improvement in writing skills, 25 percent in study skills, 25 percent in math skills and 13 percent in reading skills. Thirty-three percent desiring some sort of vocational counselling and 3 percent feeling the need for counselling of a personal nature.

Most out-of-state students from North Carolina, Virginia, Florida, Georgia, Alabama and Pennsylvania.

The Faculty:

For the academic year 1975-76, the faculty of the College of Charleston numbered 188 full time members. The additional complement of part-time faculty brought the total to 207 FTE. The student faculty ratio for the Fall semester was 20:1. Of the full time faculty, 78% held terminal degrees.

In the course of the year the faculty re-examined the Statement of Purpose of the College and goals were set for the immediate future:

- (1) to evaluate student learning, to assess the effectiveness of curricular and supporting services, and to formulate policies for reaching decisions about the future use of resources to improve educational outcomes.
- (2) to formulate and implement a faculty development and instructional improvement program.
- (3) to plan and manage more economically the limited resources available for the attainment of the primary educational goals.
- (4) to plan and initiate a program designed to better undergird the efforts of "risk students".
- (5) to move in a more determined manner in the direction of cooperative and coordinated undertakings within the Charleston Higher Education Consortium.
- (6) to strengthen the College's thrust in Continuing Education, specifically in the following areas: Specialized Learning Opportunities, *e. g.*, conferences; enrichment non-credit courses, *e. g.*, mini courses; the Evening Program, *e. g.*, regular credit courses. In these three areas programs are to be coordinated within the Charleston Higher Education Consortium so as to minimize the duplication of effort and cost and to ensure a more comprehensive educational program for the citizens of the Low Country.

- (7) to consolidate departmental honors programs into a Center for Honors Studies for outstanding and gifted students.
- (8) to begin placing an emphasis on competency based learning, *i.e.*, defining graduation requirements in terms of competencies a student exhibits rather than in terms of mere acquired information selected and provided by the instructor.
- (9) to develop at Fort Johnson the only undergraduate Marine Science Center on the East coast of the United States.
- (10) to explore approaches to help focus for students and faculty a value dialogue on major issues of moral consequences.

In addition, the faculty instituted a "mentor training" program to cope with needed strengthening of the student advising program. The main purposes of this program are:

- (1) to present the faculty participants with a total picture of the College of Charleston.
- (2) to offer the faculty participants additional tools for discerning student growth.
- (3) to expose the faculty participants to different approaches to teaching and learning.
- (4) to improve the faculty members' skills in directive and non-directive counselling techniques.

Perhaps the most important part of the training program is the regular encounter of the faculty participants with each other in open and frank discussion about their hopes and frustrations, their successful and unsuccessful approaches to counselling and teaching and their understanding of their many relationships with one another and to their students. The Mentor Training Program encourages close personal contact with students. Participants in this program meet two hours weekly for twelve weeks. This fall 90 faculty members will assume new responsibilities as freshmen advisors.

Courses of Study:

To the twenty majors offered in 1974-75, a Spanish major was added and a Bachelor of Science in Special Education defined and recommended. Graduate programs in Marine Biology, Elementary Education and Early Childhood Development continued to mature, enrolling over 700 students. However, as in the case of Marine

Biology, efforts of expansion and development of graduate programs are being pursued in close cooperation with the institutions within the Charleston Higher Education Consortium.

Several new programs have been initiated this year. They are:

(1) The Governor's School of South Carolina

The Governor's School is a six week Summer program for gifted and talented South Carolina high school students. The school is designed to provide enrichment experiences for a limited number of rising high school juniors and seniors who have demonstrated exceptional ability and achievement in their high school studies.

The instructional program provides an opportunity for concentrated, individualized study in a particular discipline (art, biology, chemistry) and a value-oriented humanities program which in 1976 focused on the theme: "Human Values in a Technotronic Age". Throughout, emphasis is placed on the theoretical and practical, as well as on the interrelatedness of man's knowledge of himself, his social and physical environment. A counselling program speaks to the participants' personal and career development, while self-expression workshops offer major creative outlets. A variety of programs enrich the students' social and recreational experiences.

Selection is made without regard to race, color, creed, sex and ethnic or national origin. Students are nominated by their schools and school districts. Nominations are based on overall intellectual and creative potential, achievements and special aptitude in one of the following subject concentrations: (1) Biology and Chemistry, (2) Mathematics and Physics, (3) the Social Sciences, (4) Literature and the Arts.

Participating students reside on campus and are provided tuition, room, board and instructional supplies. Support for the Governor's School is derived from a number of sources including contributions from friends of the College of Charleston, from foundations, corporations and the State. 283 students of exceptional ability attended this Summer and 300 are expected to be enrolled in the Summer of 1977.

(2) Self-Instructional Program in Critical Languages

Viewed essentially as an honors program for students already proficient in one foreign language, this self-pacing program utilizes specially prepared cassette tapes and language

texts. Other important aspects are supervised drill sessions conducted by native speaking tutors, frequent progress testing and professional evaluations. Students of the College of Charleston may now study Chinese, Japanese, Modern Hebrew, Russian, and even Hindi. This is made possible because our new International Student Program brings to the campus persons from such places as Hong Kong, Taiwan, India, Israel, Japan and Ghana. These foreign students serve as tutors to students involved in Critical Language studies.

(3) The Sea Semester

Along with Cornell University and Boston University, the College sponsors a Sea Semester, a Marine Science program at the Marine Biology Laboratory and the Woods Hole Oceanographic Institute. The program operates year round and each semester includes a six to seven week shore component (classroom study) plus a six to seven week seagoing practicum (research component) aboard the 220 ton schooner, Westward. The courses offered in this component are: Introduction to Marine Science, Man and the Sea, Nautical Science, a Seagoing Research Practicum. Sixteen credits are offered to students who successfully complete both the sea and the shore phases of the program.

(4) The Washington Center Program

Through affiliation with the Washington Center for Learning Alternatives, it is now possible for College of Charleston students to spend a semester in Washington interning in an office of the executive, judicial, or legislative branches of the federal government, or in one of the offices of city management. Courses for credit and the internships are offered through WCLA.

LIBRARY

Library Holdings

<i>Year</i>	<i>Number of Volumes</i>	<i>Number of Periodicals</i>
1971	40,650	400
1972	78,865	630
1973	105,585	1,260
1974	134,330	1,400
1975	164,000	1,850

In addition, the College has extensive microfilm and cassette holdings and special gifts of unique and priceless collections. Twenty thousand of the current volumes are very rare books and manuscripts valued well in excess of \$1,000,000.

The impact of the Charleston Higher Education Consortium on the developments of the area libraries could be most significant. A few of the library projects projected for cooperative study are:

1. Central circulation system to serve all libraries.
2. Coordinated acquisitions based on a study of collection profiles.
3. Joint microfilming endeavors and common binding contracts.
4. A joint or union catalogue.
5. Expanded courier and interlibrary loan services.

SUMMER SESSION

The College of Charleston conducts regular summer terms of five weeks, offering a wide range of required and elective courses drawn from each department of the College. A total of 1,762 students enrolled in the first session and a similar, but slightly smaller, number attended the second session.

This year a new term was added, the "Maymester". This innovation is three weeks in length, beginning shortly after the Spring semester is over and extending to within a few days of the beginning of the first regular summer term. It represents a very intense learning experience in which the student takes one course which meets every day for three or four hours.

The Maymester is viewed as educationally valid and as a valuable extension of the College's regular academic calendar. Facilities that are otherwise idle are put to use. Students seeking to accelerate, seeking to make up missed work or deficiencies, looking to take courses not regularly offered, seeking to experiment in a different approach to learning benefit from the incorporation of this supplementary term. Faculty members desiring to try a new approach can effectively experiment in this "mini" term. This year 220 students enrolled in fourteen different courses.

CONTINUING EDUCATION AND COMMUNITY SERVICES

The Evening School in 1975-76 offered approximately 115 regular catalogue courses each semester. Enrollment for the year totaled 1,880 students. Continuing Education credit hour produc-

tion for the Fall and Spring semesters of the Evening School was 10,117. The Evening School as a whole had a credit hour production of 17,835, but 7,718 of these hours can be attributed to regular students taking classes in the evening.

Also offered were a group of noncredit activities called "mini courses." These courses meet once a week in the evening for a period of ten weeks. Examples of such are: Historic Charleston, Law for the Lay Person, Parliamentary Procedure, Saturday Morning with your Child, Designing Beautiful Things. The topics represent hobbies or special interests which faculty members wish to share with others in the greater community.

Our Community Service Programs continue to expand to serve local needs. Programs are outlined and defined below:

	<i>Fall</i> 1974-75	<i>Fall</i> 1975-76
College Employee Training (CET)	32	38
New Careers Program	89	7
Neighborhood Youth Corps	215	60
Upward Bound	80	60
Veteran's Instruction Program	77	62
Pre-Release Education Program (PREP)	687	1,984
Insurance Courses	89	87
Total	1,269	2,298

College Employee Training (CET)

Program provides high school courses to employees of the College in order that they might earn a high school diploma or pass the GED test.

New Careers Program

Affords academic training for paraprofessionals in local governments.

Neighborhood Youth Corps

This program provides catch-up training for high school dropouts.

Upward Bound

An enrichment catalyst designed to spark special motivation and academic support for promising high school students.

Pre-Release Education Program (PREP)

The College participates in academic training for military personnel soon to be separated at Air Force and Naval bases in the Charleston area and at Fort Stewart, Georgia and Hunter Army Airfield in Savannah.

Insurance Courses

Courses are offered that will permit underwriters to obtain their CLU or CPCU designations as well as advanced courses for already designated CLU's, Trust Officers, CPA's and lawyers.

In addition, the College sponsors special seminars, conferences and workshops in connection with academic programs that are open to the public. Generally there is a minimal registration fee to help defer expenses.

Financial support for these Community Service programs is supplied by agencies such as Health, Education and Welfare (HEW), Veterans' Administration and the City of Charleston. It is anticipated in the near future that several of these programs will be consolidated and absorbed into the Charleston County School System and others may go unfunded.

STUDENT SERVICES

Financial Aid and Veterans' Affairs

The College participates in the financial assistance programs of the Higher Education Act, which includes loans, grants and campus work-study. In addition, a number of endowed scholarships are awarded by the College using both academic achievement and financial need as criteria.

For the fall of 1975, 1,460 applications were processed for financial assistance. The following is a brief statistical report:

1,394—Number of applicants receiving financial assistance

807—Number of students receiving aid from federally funded programs

392—Number of students receiving aid from Foundation funds

68—Number of students receiving outside support

\$1,021,005—Total funds disbursed in all programs.

The College of Charleston Foundation continues to support substantially the Financial Assistance Program in addition to its

breadth of support for a variety of special programs and greater assistance to all students.

The enrollment of veterans greatly increased during the current year. In the fall of 1974, there were 361 veterans; and in the fall of 1975 the number of veterans was 766.

Student Health Services

The College of Charleston provides an on-campus Health Service to promote and maintain optimum health of students while attending the College. The service provides routine office care and the services of a physician and a nurse at no charge to the student on a 24 hours a day, seven days a week basis.

The College contracted for the services of a full-time medical doctor in December, and the contractual "on call" services of three physicians were discontinued. This change has increased the availability of adequate first aid and general health care. The Health Service also employs two nurses, one full-time and one part-time, to screen patients and assist the College physician.

During the year a total of 5,526 patient visits were made to the Student Health Office, which compared with 5,104 such visits in the preceding year.

Residence Halls

During 1975-76, the College was able to provide dormitory space for 302 men and 724 women. The limited number of rooms that the College normally had available were occupied by two or more students.

The College furnishes a bed with a mattress (twin size beds), a chest of drawers, a desk and a chair.

Residence Hall Counselors and staff working with the Director of Residence Life, plan and maintain an active residence hall program and conduct periodic inspections of rooms for sanitary and safety conditions, unauthorized property, and damages to property in order to properly maintain College facilities and to help make dormitory life pleasant and conducive to study.

Campus Minister

Under the leadership of the Campus Minister the program offered by the denominational chaplains has experienced good and constructive growth. The Religious Activities Council continues to meet regularly throughout the school year and sponsors a num-

ber of programs such as receptions for students and offering ministerial services to College students.

Counseling

Students may come to the Counseling Office at any time for confidential help with a wide variety of problems. These include choosing a major field, career problems, academic or study problems or counseling for personal problems. Individual testing for ability, aptitude, personality, and interest is also available in a confidential setting.

In addition to referring students to the Communication Skills Laboratory for academic problems, the Counseling Center offered its second Peer Tutorial Program this academic year. Tutors were recommended by faculty persons in eighteen subject areas. During the fall semester 414 students participated in the program (60 tutors and 354 "tutees").

New students are counseled on minimum degree requirements, major fields of study, and are helped to select appropriate courses and prepare a class schedule. Placement tests are given in foreign languages and mathematics. New students are also seen prior to registration for the second semester. The office of Counseling is quite active in vocational counseling. The office continues to administer a number of testing programs as the College Level Examination Program Test, the Institutional Scholastic Aptitude Test, and other tests as an adjunct to the counseling function.

Placement

The Placement Office is a centralized operation responsible for placement activities for all its students and alumni. The primary function of the Placement Office is to assist graduates in securing suitable employment; it does not place candidates, but assists them in securing employment.

During 1975-76, 301 seniors registered in the Placement Office. Thirty-four campus interview sessions were scheduled, and during the spring semester, the office began contacting rising seniors in order to acquaint them with the services of this office and to offer the opportunity of registration.

Cooperative Education Program

Co-op is an educational tool for the development of students. The program is designed to give students the opportunity to integrate classroom study with practical experience in their major

field. This is done by alternating semesters of full-time study with full-time work. Under the Cooperative Education Plan, the College will design an academic calendar which would provide an employer with a pair of students who will perform a job on a full year-round basis through alternating periods of work and study. This assignment is usually shared by a "pair of students." While one is working on the job, his or her partner is attending classes. At the end of the semester, the students change places. The College assumes responsibility for finding positions which would be related to the student's professional objectives. The Program is voluntary and covers all disciplines in the curriculum. Students are encouraged to take one course while on a job assignment whenever possible.

This past fiscal year additional employers in a wide variety of fields added new positions to the program thus laying the groundwork for more student participation and involvement in the next and future academic years.

Bookstore and Campus Shop

The College of Charleston Bookstore, located on campus, exists primarily to provide textbooks to students at the College and maintain a constant source of recommended reference books; the Bookstore also sells supplies. A textbook list is available in the Bookstore and gives a complete list of textbooks required or recommended by professors. During rush days the Bookstore remains open as long as there are customers to serve. Hours of operation are also expanded at the beginning of each semester to enable Evening Students to purchase books. Students and faculty are provided books and supplies at a discount. The Campus Shop, located in the Stern Student Center, stocks health and grooming aids, magazines, school related items, greeting cards, and other items for the benefit of the students. Both the Bookstore and the Campus Shop are operated as Auxiliary Services and no state funds are used in their operations. The operations are self-sufficient and all profits that accrue are transmitted to the scholarship funds of the College for the benefit of the students.

Food Service

The College food service is located in a cafeteria in the Craig Union Building. The College takes pride in the quality and variety of food provided. Three hundred and thirty-six students contracted for a "three-meals-a-day" board plan and four hundred

ninety-two opted for a "one-meal-a-day" board plan. Other students elected to pay for their meals on a cash basis or to purchase meal coupon books.

A Snack Bar in the Stern Student Center further complements the food service program and further serves the commuting students. A variety of vending machines are also located at convenient locations across campus.

Admissions

Applications for the fall semester of 1975 showed an increase of 25% over the year 1974, and in the fall of 1975 a total of 1,585 students were enrolled compared to 1,481 new students in the fall of 1974.

Of the 2,504 students who applied for admission to the College, 2,039 were accepted, 348 were refused admission, and 117 withdrew their applications before an admissions decision was made. The visitation of secondary schools in South Carolina continued to be extensive, and visitation of privately controlled schools was continued in good numbers.

STUDENT ACTIVITIES

Students are urged to become involved in a variety of activities and organizations at the College. Students have taken advantage of the opportunity to participate in dramatics, music, debates and discussions. This year student organizations have again been very active. Fourteen new groups were organized and chartered on campus during the year: Honorary Societies—Phi Kappa Phi, Omicron Delta Kappa; Fraternities—Omega Psi Phi, Sigma Alpha Epsilon; Clubs and Organizations—Wind Symphony, Concert Band, Ski Club, Council for Exceptional Children, Healthy R.E.S.P.E.C.T. Club, Geology Club, English Club, Biology Club, Physics Club, and Psychology Club. These new organizations give the College a total of 54 active groups on campus as well as the Student Government Association (see below).

Members of the Faculty, appointed by the College administrators, act as advisers to various groups. The Director of Student Activities is responsible for coordinating the scheduling of the activities of the organizations, providing advice and guidance on budgetary and monetary matters, and assisting all advisers and all groups in interpreting nonacademic College policy.

The Student Government Association and the other groups are listed and described below, an (*) indicating that the activity was new in fiscal 1976.

Student Government Association

Each student who enrolls at the College automatically becomes a member of the Student Government Association. The organization is based on mutual cooperation between students, faculty and administration. The Student Government Association is made up of a legislative council in which elected class representatives participate, an executive board composed of student body officers, and a judicial branch. Only the representatives of these three branches are voting members of the SGA. The Student Government Association promotes activities on campus and cooperates in building a better college.

HONORARY SOCIETIES

**Omicron Delta Kappa*—The College of Charleston chapter of ODK, a national leadership honorary society, is based upon scholarship, leadership and service. ODK was established at the College of Charleston in 1975.

**Phi Kappa Phi*—Membership to this national honorary society is limited to members of the Junior and Senior classes that display outstanding character and superior academic abilities. A grade point ratio of 3.7 is required for seniors and a 3.8 for juniors.

Sigma Alpha Phi—Sigma Alpha Phi is the College of Charleston's honorary scholastic society. Its aim is to promote academic excellence among students. Eligibility for membership is limited to those juniors and seniors who lead their classes in scholarship.

FRATERNITIES

Interfraternity Council—The Interfraternity Council is made up of two representatives from each of the nationally recognized fraternities on campus. It coordinates and supervises activities of the member fraternities. During the rush season it schedules parties, sets up rush rules, and it rules in disputes in accordance with these regulations.

Alpha Tau Omega—Founded as a national fraternity in 1865; the College of Charleston chapter, Beta Xi, was established in 1889. The chapter house is at 105 Wentworth St.

Kappa Sigma—Founded as a national fraternity in 1869, this chapter of the national fraternity was installed at the College of Charleston in 1970. Its address is 103 Wentworth St.

Pi Kappa Phi—This national fraternity was founded at the College of Charleston in 1904. This chapter is the Alpha Chapter. Their house is located at 27 George St.

Kappa Alpha Psi—This national fraternity was founded in 1911 at Indiana University and obtained their charter in 1974 at the College of Charleston. Its address is 29 Coming St.

Sigma Nu—Founded as a national fraternity in 1869, Sigma Nu is presently in the process of establishing a charter at the College of Charleston. Their house is located at 43 Coming St.

Kappa Alpha—This national fraternity was founded in 1865 and was rechartered at the College of Charleston on April 27, 1974. Their house is located at 99 Wentworth St.

Alpha Phi Alpha—Alpha Phi Alpha is currently in the process of becoming chartered at the College of Charleston.

**Omega Psi Phi*—Founded in 1911 at Howard University, Omega Psi Phi began colonizing at the College of Charleston in the spring of 1976 and is currently in the process of becoming chartered.

**Sigma Alpha Epsilon*—Founded in 1856 at the University of Alabama, Sigma Alpha Epsilon has been granted permission to colonize at the College of Charleston beginning in the fall of 1976.

SORORITIES

Panhellenic Council—The Panhellenic Council is composed of three delegates from each sorority and its main purpose is to maintain a high plane of sorority life and intersorority relations at the College of Charleston. Its rules are governed by the National Panhellenic Manual of Information for College Panhellenics.

Chi Omega—Founded as a national sorority in 1895, the College of Charleston Chapter, Zeta Gamma, was established in 1928. Their house is located at 38 Coming St.

Delta Delta Delta—Founded as a national sorority in 1888. Alpha Nu, the chapter at the College of Charleston, was established in 1931. Their house is located at 35 Coming St.

Phi Mu—Founded as a national sorority in 1852, the College of Charleston Chapter, Alpha Kappa, was established in 1939. The chapter's rooms are located at 32 Coming St.

Zeta Tau Alpha—Founded as a national sorority in 1898, the College of Charleston Chapter, ETA LAMBDA, was established in 1972. The chapter is located at 34 Coming St.

Delta Sigma Theta—Established nationally in 1913, the College of Charleston Chapter of Delta Sigma Theta was chartered in 1974.

Alpha Kappa Alpha—Founded nationally in 1908, Alpha Kappa Alpha became the sixth chartered sorority on the College campus in the spring semester of 1975.

STUDENT PUBLICATIONS

The Comet—The College of Charleston yearbook is known as the COMET. Its editors are selected by the Publications Board and the staff is selected by the faculty advisor and the editors. The Comet first appeared on campus in the early twenties.

The Meteor—The METEOR is the student newspaper which acts as the news and editorial voice of the student body. Its editor is selected by the Publications Board. It appeared on campus in 1936.

The Phoenix—The literary magazine of the College is known as the PHOENIX. It publishes students' writing—both poetry and prose. Writers are encouraged to contribute and the editor is selected by the Publications Board.

Publications Board—This group is composed of student and faculty representatives. The purpose of this committee is to serve in an advisory capacity regarding fiscal and other relevant matters pertaining to student publications. Editors of the respective publications are nominated by this committee to the President of the College.

CLUBS AND ORGANIZATIONS

Chresthomathic Literary Society—This organization is the oldest literary society of continuous existence in the South. It was founded in 1848. Topics of current interest as well as literary and intellectual interest provide stimulation as well as an interchange of ideas among its members.

Dramatic Club—Membership in the Dramatic Club is open to all students interested in any phase of dramatic endeavor. Production casts are decided upon at opening tryouts with members of the student body eligible to participate. No previous experience in drama is required.

The Natural History of Society—The Natural History Society was originally in existence in the early 1900's, but was formally reorganized as a group in 1970. Regular meetings, guest speakers, and field trips constitute the regular program of activities. It is open to all interested College of Charleston students.

Afro-American Society—The objective of the Afro-American Society is to promote interest in Afro-American affairs and to help College of Charleston students become aware of black contributions in the development of the American culture. All interested students are welcome.

Circle K—This organization was formed to promote high standards of leadership, scholarship and service to the College as well as to the Charleston community. It belongs to the Circle K International and is sponsored by the Charleston Club of Kiwanis International.

Young Democrats—This organization was formed to promote interest in the Democratic Party among College of Charleston students. All interested students may join.

The C. of C. Republicans—This organization is designed to promote interest in the Republican Party and is open to all interested students.

**Wind Symphony*—Members of the Wind Symphony are selected on the basis of audition and represent the finest musicians on campus. The group performs the best in band literature and gives up to four concerts per year.

**Concert Band*—Members of the Concert Band are selected on the basis of previous experience instead of audition. Anyone who has performed in a high school band qualifies for membership. The band performs music of a broad nature including light pops and classic.

The Concert Choir—Membership in the Concert Choir is open to all students at the College of Charleston. One hour credit per semester may be earned for participation. It provides various programs throughout the academic year.

Religious Organizations—Religious organizations are active on campus, representing a broad range of religious interests. Those students interested in joining, formulating, or reviving organizations of a religious nature are asked to see the campus minister at 67 George St.

Equestrian Club—The Equestrian Club was formed in 1972 to teach fundamental skills in the art of English style and Western

horseback riding and to help form a riding team to engage in intramural competition and to represent the College in horse shows and intercollegiate events. Membership is open to all students and riding provisions are offered at a nominal fee.

Student's International Meditation Society—The Students International Meditation Society was formed in 1973 to practice and further increase knowledge about Transcendental Meditation, a learned technique of deep rest for increasing creative intelligence in life. Membership is open to students and faculty who are interested in Transcendental Meditation.

Chess Club—The College of Charleston Chess Club was organized in 1972 for the purpose of providing a medium for interested students and faculty to learn the fine points of chess, to play chess on a regular basis, and to encourage participation in chess as a skilled activity. The Club conducts chess tournaments periodically for interested students and faculty.

Scuba Club—The College of Charleston Scuba Club is a newly formed club open to all interested students for the purpose of promoting interest and encouraging participation in skin and scuba diving for scientific and recreational purposes. Provisions are made for scuba certification as only nationally certified divers will be allowed to participate in activities requiring scuba equipment.

The Philosophy Club—The Philosophy Club was founded in 1973 with its purpose being to function as a vehicle for increasing social and intellectual communication among philosophy majors and actively seeking the promotion of philosophy among the college community. Membership is open to philosophy majors.

The Political Science Club—The Political Science Club was formed in 1972 and is open to Political Science majors. The purpose of the club is to promote interest in the principles, processes, structure and functions of the national government.

Business and Economics Club—The Business and Economics Club was established in the fall of 1974 for the purpose of promoting interest in the field of business as well as member interaction. Membership in the club is open to Business majors.

Debate Club—The purpose of this newly-formed organization is to bring together all students interested in participating in debating. The organization will instruct students in the art of debating and promote debating in the College community. Finally, the club will represent the College in organized intercollegiate tournaments.

Photo Union—The Photo Union was recently formed to allow students interested in photography a chance to increase their photographic skills and knowledge. Membership is open to all interested students.

A.S.P.A.—The purpose of the American Society of Personnel Administration is to afford college students the opportunity to gain knowledge and insight into the personnel and industrial relations field through affiliation and association with the Tri-County Personnel Association.

**Ski Club*—This organization was begun in the Fall semester of 1975 to promote interest in snow skiing. Trips to nearby ski resorts are planned during ski season.

**Council for Exceptional Children*—The CEC was formed to promote the welfare and education of exceptional children and youth. They became organized the Spring semester of 1975.

**Healthy R.E.S.P.E.C.T. Club*—This club was formed in 1975 to provide useful opportunities and experiences for those interested in the field of health, physical education, recreation, sports, therapy and coaching through such activities as films, guest speakers, discussion of issues in the profession and attendance at state, district and national meetings.

**Geology Club*—Recognized in the Fall of '75, this club was formed to promote interest in the field of Geology by sponsoring guest lectures and field trips for its membership.

Pre-Medical Society—After several years of inactivity, the Pre-Medical Society has resurfaced. It was revitalized to promote excellence and interest in the Pre-Medical study.

**Biology*—Started the fall of 1975, the Biology Club was formed to promote interest in Biology and related fields.

**Psychology*—The Psychology Club, chartered in 1975, was formed to promote interest in the field of Psychology.

**Physics*—Open to Physics majors, this club was begun during the Fall of 1975 to promote excellence in the field of Physics.

**English*—The newly formed English Club was started to promote interest in the field of English. Membership in the club is open to English Majors.

CAMPUS SERVICES

Parking

On-campus parking is limited. There are less than 600 spaces available. A charge is assessed student, faculty and staff for on-

campus parking. The Mayor and City Council of Charleston have continued their generous assistance and full cooperation by making available approximately 500 off-campus parking spaces, without charge, between 6:00 a. m. and 6:00 p. m. at the Gaillard Municipal Auditorium about six blocks from the campus. The City of Charleston has also provided a new multi-story parking garage adjacent to the College which offers excellent parking facilities. Approximately 250 spaces will be provided to the College community at special semester rates.

Public Safety

The Public Safety Division has been established to provide for the health, safety and welfare of students, faculty, and staff. Service to the individual and to the College in general is their continuing goal. This service is provided through protection, preventive measures, enforcement of rules, regulations and laws, and traffic regulation and supervision on College property. Bicycle registration is required by the City of Charleston and these registration forms are available in the Public Safety Office. The Public Safety Office also handles automobile registration and issuing of identification cards. The Public Safety Officers are appointed constables commissioned by the Governor of South Carolina.

Security Officers were reclassified as Public Safety Officers under a statewide reclassification change. Continued expansion of the Physical Plant and increased enrollment necessitated restructuring and enlargement of the Public Safety Division to provide adequate safeguarding of personnel and property. For safety and protection of residents, Security Guards were hired and placed at major residence hall areas with entrances opening onto main city thoroughfares. Security requirements of 24 hours a day, 7 days a week are provided.

Two-way radio communication is maintained by the Public Safety Division to provide a responsive campus communication system.

Seven Public Safety Officers graduated from the Criminal Justice Academy and were certified.

Mail Service

The College of Charleston Post Office, located in the Stern Student Center, provides as its primary function mail service (delivery and pick-up) to the faculty, administrative offices and student mail

boxes. The service window of the Post Office is open 8 hours a day and the lobby area, which contains 2500 student mail boxes, is open 16 hours a day. Sales of postage stamps, envelopes, insurance and handling of parcel post for the personal use of students, faculty and staff is handled through a U. S. Postal Service-operated self-service U. S. Post Office located on campus.

At present, the College Post Office employs three full-time employees and a number of students (work-study). The mail volume handled has doubled each year for the past three years. The College Post Office has increased delivery across and within campus to three mail runs per day. The growth of the College of Charleston is reflected by the mail volume processed.

Telephone Service

The College of Charleston has a PBX, Model 812, system, located at 45 Coming Street. Five full-time operators, supplemented by work-study students, keep the switchboard open at all hours. Students' telephones located in dormitories and residence houses are normally restricted to the dialing of intra-campus numbers only unless an additional fee is paid for extended, outside service. Two trunk lines with direct access to The Citadel were installed in April 1976.

Print Shop

The College of Charleston Print Shop is a well-equipped, modern, offset print shop. It publishes many "soft back" books such as laboratory manuals, student handbooks and other administrative and student publications. The College Print Shop also produces all flat printing (such as forms, folders, brochures, student newspaper, posters, programs, letterhead, envelopes, address labels, etc.) required by the College with the exception of carbon snap-apart forms and continuous computer forms.

ATHLETICS

The College of Charleston's Intercollegiate Athletic Department continues to grow with enthusiasm and success. Men have the opportunity to participate in basketball, soccer, tennis, sailing, golf and wrestling. The women participate in basketball, volleyball, tennis and swimming.

The sailing and golf programs received cooperation from the Charleston Municipal Marina and Shadowmoss Country Club, re-

spectively. The on campus tennis courts remain some of the finest in the area.

The gymnasium continues to be very inadequate and outmoded for serving the needs of the students. The facility, built in 1938 is used for physical education, athletics, intramurals, club sports, and open recreation. Because of the rapid student growth since 1969, the physical properties of the total complex cannot meet the demand for its use and are very inadequate for the successful and rapidly growing programs.

All sports participate in full intercollegiate schedules. The schedules consisted of both NAIA and NCAA schools from around the country.

The intramural sports included basketball, softball, racquetball, track and field, handball, volleyball, table tennis, tennis, surfing, badminton, bowling, golf, swimming, paddleball, touch football and waterpolo. Approximately 1,420 students participated in 26 different activities and events over the auspices of the intramural program.

During FY 1975-76 the College of Charleston Athletic Department's record of participation in the National Association of Intercollegiate Athletics was as follows:

Men's Basketball: The team was chosen for the district playoffs.

Men's Golf: The team participated in the district tournament and finished runner-up.

Men's Tennis: The College participated in the district playoffs and advanced to the finals.

Men's Soccer: The team qualified for district playoffs.

Sailing: The sailing team took part in the Timme Angston Regatta, and the Windjammer Regatta. They took second place in the South Atlantic Intercollegiate Sailing Association Spring Championships. One skipper and crew from the College won the "A" division SAISA Championships.

Women's Basketball: The women's team won 22 games and lost 9.

Women's Volleyball: The College's team won the State Championship and represented South Carolina in the Regional Playoffs in Memphis.

Women's Swimming: Four students qualified for the Nationals.

Women's Tennis: The team won the State Tournament and represented the State at the Regionals in Chattanooga.

Limited grants-in-aid for athletes were provided by the College of Charleston Foundation. A Faculty Committee on Athletics dealt with academic policy matters related to the development of the program.

COMPUTER SERVICES

Computer Services has grown from two persons in fiscal year 1974-1975 to an organization of eight persons in fiscal year 1975-1976. This increase in staff has permitted the College to assume all data processing operations formerly handled by the Medical University of South Carolina and to dissolve contractual arrangements with Computerecords of Charleston for student records processing in fiscal 1976-1977. Transfer of data processing operations from MUSC to USC was prompted by the availability of the greater flexibility and capacity of the USC system. This allows the College to affect cost savings by transferring student records from the commercial service bureau to the integrated USC system.

Conversion of the College's Financial Information System from MUSC to the computer at the University of South Carolina in Columbia was completed in July of 1975. An additional computer terminal link to USC was installed at that time to provide the College with the facilities to do its own administrative data processing. Conversion of the College's Payroll and Plant Inventory System was begun in the fall of 1975 and implementation of the new versions accomplished by the beginning of the calendar year 1976.

Adaptation of USC's Student Information System and design of a Preregistration System was begun in early Spring of 1976. Preregistration was held in late April for continuing students and throughout the summer for new students. The fall semester of 1976 will see the implementation of a skeletal version of the new Student Information System.

During fiscal year 1975-1976 interactive computer terminals were made available to students and faculty at the College. These devices provide a "conversational" mode in which the student is interacting instantaneously with the computer at USC. Usage of the academic remote batch computer terminal has increased significantly as more faculty introduce its use in coursework at the College.

AFFIRMATIVE ACTION PROGRAM AND OFFICE OF HUMAN RELATIONS

The Executive Order 11246 was issued in 1965 by then President Lyndon B. Johnson. It provided for prohibition of the federal government from discrimination or participating in discrimination. In 1967, the same order was amended to include sex as a classification of individuals subject to protection.

The College of Charleston, as a result of the above, established an Affirmative Action Program. The Director of this program serves as an Assistant to the President of the College. Since the advent of the program, its plan of complete operation was submitted to and approved by the South Carolina Human Affairs Commission. All institutions of Higher Education, both public and private, that employ fifteen or more employees are required by law to maintain records and make those reports biennially to the Equal Employment Opportunity Commission as are specified in the regulations of the Commission. In addition to these reports, quarterly employment summaries are submitted to the South Carolina Human Affairs Commission.

During the period July 1, 1975 to June 30, 1976, the Office of Human Relations, through which the Affirmative Action Program is coordinated, provided for a program which centered around the employment of women, through counseling and placement in non-traditional roles. In keeping with adherence to our Affirmative Action Program, the President signed into policy a Counseling and Referral Elective Program for assisting troubled employees. This program is also coordinated through the Director of the Affirmative Action Program. It provides for an employee to seek and gain professional assistance in solving problems that he or she is confronted with which results in poor work performance, thus decreasing the degree of employment terminations, layoffs, resignations, etc. which would otherwise result.

COLLEGE OF CHARLESTON FOUNDATION

The College of Charleston Foundation was organized in July 1970 as a nonprofit corporation to operate on behalf of the College. The principal function of the Foundation has been divided into four basic areas of service to the College, these areas are: scholarship aid, student activities, faculty enrichment, and community service.

During Fiscal 1976 the Foundation distributed over \$113,000 in scholarship funds to students at the College. The Foundation also underwrites the College's inter-collegiate program and a number of faculty members were assisted in various research projects.

Funds for the College of Charleston Foundation are solicited from alumni, business and industry, private individuals and other foundations. Two major drives are held annually—the Alumni Roll Call and the College Partnership Fund. Together these drives netted over \$115,000 in contributions during the year. In addition, the Foundation administers the General Endowment and Scholarship Endowment Funds for the College of Charleston.

The College of Charleston Foundation is administered by a Board of Directors who meet annually each fall. The Executive Committee of the Foundation meets periodically to review the work of the Foundation. The day-to-day operation of the Foundation is administered by the manager who serves on the staff of the College President.

PHYSICAL FACILITIES

The College of Charleston's main campus comprises approximately six city blocks bounded by Calhoun, St. Philip, Wentworth and Coming Streets. The buildings consist of the Administration Building, Learning Resources Center, Classroom Facility, Library, Central Energy Facility, Bookstore, Science Center, Auditorium, Stern Student Center, Cafeteria, Men's and Women's Residence Halls, President's Residence, Student Health Center, Residences converted to Faculty and Administrative Offices, Gymnasium, Physical Plant, Repair Shop and Warehouse. The College also operates an undergraduate Marine Science Laboratory on James Island at Fort Johnson. Additional classrooms, laboratories, faculty and administrative offices have to be rented until the Capital Improvement Program catches up with the enrollment. Under design are a Fine Arts Center, Residence Hall, Education Center and Second Increment of a Central Energy Facility, but the pace has been slow. Construction on the addition to Craig Residence Hall and Cafeteria is expected to begin during the summer of 1976. All are needed now and more will be needed in the future to convert this campus into a modern complex to support the enrollment growth and serve the educational needs of the region and the state.

CAPITAL IMPROVEMENTS

Recognizing the limitations of the physical facilities, a Master Physical Development Study has been made and a Capital Improvement Plan published.

The plan provides for the expansion of the College at its present location. The existing buildings will be brought to their maximum potential through rehabilitation and new buildings will be built for required academic and student facilities through a phased land acquisition program. An urban campus of approximately nine city blocks will be created. The new facilities are planned to make maximum use of the available land while enhancing the character of the existing campus and creating a learning atmosphere to support the educational, architectural and aesthetic appointments historically associated with its campus. The new designs complement the historic buildings in surface material, facade design and size. Our success in this endeavor has been acknowledged by the National Trust for Historic Preservation in the form of a "special award" for the preservation, restoration and expansion of the inner-city campus by not just preserving old buildings but also the building of new structures "which are architecturally compatible with the old." The result "is an ambience that is at once traditional, modern and pleasing."

New Construction—Completed

This year construction was completed on the following two structures:

Grice Marine Laboratory Addition

The George D. Grice Marine Laboratory addition at Fort Johnson was completed in December, 1975. The facility provides highly professional and modern laboratories, work room and seminar areas for students and faculty. Connected to the existing building by stairwells and walkways, the laboratory features two floors of work and intensive study space, totaling 17,000 square feet. The first floor features a biology lab, collection room and a 30 x 20 foot aquarium room for specimens. Also on this floor are men's and women's lockers, as well as offices and faculty lounge. The second floor is highlighted by chemistry and geology labs. In addition, there are three individual study labs, a lecture-conference area, and an environmental control area. Additional office space complements the

work areas. All the facilities are structured for easy accessibility by the handicapped student. The contract was awarded to McDevitt and Street, Atlanta, Georgia, on December 4, 1974, and construction began on December 9, 1974. The building was dedicated on March 19, 1976. Lockwood Greene, Spartanburg, designed the addition and Frank Torry and Associates were the interior designers. The construction cost was \$957,701. Dr. Grice, for whom the facility was named, was President of the College from 1941 to 1966.

Harrison Randolph Hall

This three-story, 42,758 square feet former classroom and laboratory building, which was initially constructed in three increments, beginning in 1828, has been converted and restored into the College's Administration Building. The first floor houses the Business Affairs, Admissions, and Registrar's Offices. The second floor encompasses the Office of the President, the Board of Trustees Room, and the Academic Affairs and Student Affairs Offices. The third floor contains three classrooms, museum, faculty offices, the Office of Alumni and College Relations, and the Office of Institutional Research. The design work was done by Simons, Mitchell, Small and Donahue, Charleston architects. The contract was awarded to Charleston Constructors, Incorporated on October 1, 1974 and construction began on October 7, 1974. The building was occupied in June 1976, and the construction costs were \$1,395,419.

Conversions and Renovations

Extensive renovations have been completed and work is in progress on other sites. The following summarizes the conversion of the buildings to their new uses:

<i>Address</i>	<i>From</i>	<i>To</i>
15 St. Philip	Multi-family tenement	Administrative Facility
17 St. Philip	Multi-family tenement	Administrative Facility
55 Coming	Multi-family tenement	Faculty Offices
91-93-95 Wentworth	Commercial offices	Special Programs Center

ALUMNI AND COLLEGE RELATIONS

The objectives of the Department of Alumni and College Relations are to encourage maximum awareness of, and response to, the programs of the College of Charleston.

The department's major function is the collection and dissemination of information. The members of the College community—including students, faculty, and alumni—are the focal points of these activities.

A concerted effort is made to foster effective communication between the College community and the various news media throughout the state and in other sections of the country.

A program of hometown news releases and photographs delivers pertinent information about College of Charleston activities to every county in the state, and to other communities in the country.

The *College of Charleston Newsletter* (a magazine) is published three times during the year and carries information about the College to more than 5,000 persons on the Alumni Association mailing list.

A new leaflet, *College Chatter*, has been put out five times during the last fiscal year, and is directed at 3,000 recent alumni—those who have attended the College during the last 20 years. It is an informal presentation of news about alumni and events at the College.

The College's internal publication, *Newsnotes*, is issued monthly throughout the year, and contains news of significance to the faculty and staff.

Copies of a general purpose brochure, titled *Invitation To Excellence*, were distributed during the year.

The department maintains up-to-date files on alumni, faculty, staff, and students; and all members of the College community are offered assistance with design, editorial, and photographic problems.

A Speakers Bureau brochure, featuring members of the staff and faculty, was published and distributed to organizations in the area. A total of 53 programs were arranged for clubs, schools, and organizations.

A Spring Preview brochure, listing events at the College, was published, and more than 4,000 copies were distributed. A weekly Campus Preview flyer is mimeographed and distributed campus-wide.

A clipping service for College-related news which appears in local and state newspapers and periodicals is provided, and these

items are circulated within the administration. Photographic coverage is given special activities and functions of the College.

Alumni are solicited three times a year in direct-mail campaigns. This money is earmarked for the College of Charleston Foundation or the Alumni Association.

Alumni also are encouraged to return to the campus for an annual meeting and reception on the last Saturday in May. Special emphasis is placed on programs for class reunions.

Area alumni meetings are held in various cities throughout the country (this year in Atlanta, Ga; Columbia, S. C.; and Washington, D. C.) to keep alumni informed of developments at the College.

BUSINESS AFFAIRS

Accounting

The College's computerized "Financial Management Information System" was further improved by the conversion to a remote job entry terminal system with the University of South Carolina Computer Center. A concerted effort was made to further improve internal accounting control. By further improving accounting controls added assurance was given to the safeguarding of assets against loss from unauthorized disposition. This added control was instituted without the employment of additional accounting personnel.

Personnel

The Personnel Division's responsibilities encompass the planning, administering and supervision of personnel programs including recruiting and record keeping for classified employees of the College. It performs all administrative employment functions for the faculty and special program personnel, formulates policies and procedures within the framework of the State Personnel Employment Directives, and insures compliance and conformity in all personnel matters. The Personnel Division maintains close liaison and coordinates all personnel matters with the State of South Carolina Personnel Division.

Personnel is also responsible for coordinating the State-sponsored Blue Cross/Blue Shield Insurance Program for the College, as well as the Faculty and Administrative Staff Life Insurance Program.

Classified personnel employed as of June 30, 1976, total 319 as opposed to 324 on June 30, 1975, reflecting a net decrease of 5 classified employees over the previous year.

Purchasing

Centralized purchasing and its related functions are conducted under a Director of Purchasing. The number of purchase orders prepared has declined this year from 6,000 to 5,500. While not a true indicator of workload, numbers do indicate some changing elements; *i.e.* more consolidated buying, availability of an expanded variety of state open-end contracts, some lessening of major outfitting projects and last but not least, some decline in operating funds. The only two major outfitting projects accomplished this year were Harrison Randolph Hall (Administration and Classroom building) and dorm spaces for 120 additional students.

Our Central Stores unit provides immediate availability and consolidated buying advantages for some 250 high-use general purpose items.

Approximately 90% of all purchase action receipts are documented through the Central Receiving unit. This action has strengthened control over material acquisitions and practically eliminated the possibility of duplicate payments to vendors.

Acquisition, re-distribution and inventory of our 13,000 items of portable plant property is facilitated by use of our computerized Plant Property Inventory System.

Physical Plant

Maintenance expenditures increased from \$1,496,118 in 1975 to \$1,665,514 in 1976. Major efforts during the year continued to be in the areas of improving the overall condition of buildings and equipment on the Campus which have deteriorated over the years.

During the year, Physical Plant personnel increased from 113 to 117. The Central Energy Facility generates steam and chill water for heating and air conditioning for all major buildings on Campus. This facility has functioned without an outage or interruption in service of a non-scheduled nature.

Motor Pool

The Motor Pool, under the supervision of the Physical Plant Director, consists of five station wagons, three sedans, one 45-passenger bus and three mini-buses, eight maintenance vehicles and five other special use vehicles (one sedan and two three-wheel scooters are used by Public Safety, one van for on-campus mail delivery, and one pick-up truck by Central Receiving, Custodial and Groundskeeping Department).

Auxiliary Enterprises

These functions encompass the responsibilities for the management and operation of the Bookstore and Campus Shop, Snack Bar, Cafeteria, Vending Machines, and Business Affairs for all residence halls.

Bookstore and Campus Shop

The Bookstore continues to provide the students a centralized outlet for purchasing required textbooks and school supplies. The Campus Shop continues to provide a convenient location for the students to purchase health and grooming aids, school-related items, current magazines, greeting cards and other items of interest.

Sales of textbooks have increased 19.6% during the past year; (FY '75—\$346,120 to FY '76—\$429,232). Combined sales in the Bookstore and Campus Shop of merchandise other than textbooks have increased 20.6% (FY '75—\$75,662 to FY '76—\$95,295). Overall sales have increased 19.6% (FY '75—\$421,782 to FY '76—\$524,527).

Snack Bar

The Snack Bar has been in operation since late March of 1975 in the new Theodore S. Stern Student Center. This year, new food items have been introduced; *i. e.*, submarine sandwiches, pizza, breakfast foods, etc. which have been enthusiastically accepted by faculty, staff and students. The introduction of these new food items is expected to increase sales 10-15% this year.

Cafeteria

In previous years, the Cafeteria had a policy of a mandatory board plan for all dormitory students. Now the board plan is optional and one may choose a 3-meal-a-day plan or a 1-meal-a-day plan. The student may also elect to purchase a coupon book that is redeemable in both the Cafeteria and Snack Bar. Plans are now underway to remodel Craig Union Cafeteria in order to more efficiently serve the increasing student body.

Residence Halls

This year the College housed 1027 men and women, an increase of 196 beds. This was accomplished with the purchase of two previously leased motels and the conversion of other College facilities. The demand still exceeds the available number of beds.

FINANCIAL REPORT

FISCAL YEAR 1976

Operating Funds:

Education and General Revenue	
Student Fees	\$1,874,150
State Appropriation	7,140,755
Other Revenue	\$104,188
Less Balance Carried Forward	252,995 (148,807)
<hr/>	
Total Education and General Revenue	\$ 8,866,098
Auxiliary Services (Net Expended)	1,660,448
Student Financial Aid (Net Expended)	668,031
Student Activities (Net Expended)	107,339
Other Sponsored Programs (Net Expended)	115,595
<hr/>	
Total Operating Funds	<u>\$11,417,511</u>

Education and General Expenditures

Administration and General	\$1,198,078
Academics	4,391,238
Library	594,470
Physical Plant	2,682,312
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Total Education and General Expenditures	\$ 8,866,098
Auxiliary Services	1,660,448
Student Financial Aid	668,031
Student Activities	107,339
Other Sponsored Programs	115,595
<hr/>	
Total Operating Expenditures	<u>\$11,417,511</u>

Capital Improvement Funds:

Revenue-State Capital Improvement Bonds	<u>\$ 4,446,278</u>
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Expenditures and Obligated Funds

Administration Building Renovation	\$1,785,331
Grice Marine Laboratory	1,142,000
Campus Development	493,947
Central Energy Facility	750,000
Outdoor Activities Facility	215,000
Botanical Greenhouse	60,000
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Total Expenditures and Obligated Funds	<u>\$ 4,446,278</u>

STATISTICS

	Fall 1974	Fall 1975	Increase (Decrease)
Total Enrollment			
Head Count	4,562	5,397	835
Full Time Equivalent (Based on 15 Semester Hours)	3,518	4,149	631
Percent Increase/(Decrease) in Head Count			18%
Percent Increase/(Decrease) in FTE			18%
Enrollment by Type of Students			
College Day	3,108	3,492	384
Nursing	198	182	(16)
Allied Health	6	5	(1)
Evening	859	1,090	231
Community Service	227	413	186
Graduate	164	215	51
Enrollment by Class			
Freshmen	1,204	1,271	67
Sophomores	1,003	1,227	224
Juniors	445	563	118
Seniors	310	431	121
Other	1,600	1,905	305
Enrollment by Sex			
Male: Part Time	563	713	150
Full Time	1,397	1,640	243
Total	1,960	2,353	393
Male as a Percent of Total Head Count	43%	44%	1%
Female: Part Time	1,080	1,210	130
Full Time	1,522	1,834	312
Total	2,602	3,044	442
Female as a Percent of Total Head Count	57%	56%	(1%)
Student Characteristics			
Full Time: White	2,723	3,214	491
Black	196	259	63
Part Time: White	1,382	1,676	294
Black	261	247	(14)
State Residents	4,425	5,239	814
Out-of-State Residents	137	158	21
Faculty Characteristics			
Professor	13	15	2
Associate Professor	17	26	9
Assistant Professor	124	130	6
Other	12	17	5
Percent with Terminal Degrees	69%	78%	9%
Course Offerings	611	758	157
Credit Hour Production	51,951	61,357	9,406
Average Weekly Scheduled Teaching Hours	12.8	13.0	0.2
Average Class Size	24.4	24.9	0.5
FTE Students to FTE Faculty (Teaching Ratio)			
Students	3,518	4,149	631
Faculty	182.1	206.7	24.6
Ratio	19.3:1	20.1:1	0.8:1
Average Salaries of Instructional Faculty			
Professor	\$18,173	\$18,928	755
Associate Professor	\$15,724	\$16,137	413
Assistant Professor	\$12,153	\$13,533	1,380